

DESCRIPTION:

ALL INFO NEEDED FOR INTERESTED PARTIES TO SUBMIT A STANDARD FORM (SF) 330, ARCHITECT-ENGINEER QUALIFICATIONS, IS CONTAINED HEREIN. THERE IS NO SEPARATE REQUEST FOR PROPOSAL (RFP) PACKAGE TO DOWNLOAD.

THIS IS A TOTAL 8(A) SMALL BUSINESS SET-ASIDE PROCUREMENT. A market research study was conducted by NAVFAC Southwest that included an assessment of relevant qualifications and capabilities of potentially qualified firms. Upon review of the market research, the U.S. Small Business Administration (SBA) in San Diego determined that an 8(a) Business Development Program Set-Aside procurement is appropriate. The NAVFAC SW small business office concurs with the SBA determination.

Architect-Engineer (A-E) services are required for a firm fixed-price Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract for **Geotechnical Engineering Services**. The work for this contract will occur at various Navy and Marine Corps facilities and other government installations located in the NAVFAC Southwest Area of Responsibility (AOR): California, Arizona, Nevada, Colorado, New Mexico and Utah. The preponderance of work will be in Southern California. The Offeror/Contractor must demonstrate adequate in-house staffing capable to self-perform at least 50 percent of the cost of the contract as required by FAR Clause 52.219-14 (c)(1) Limitation on Subcontracting.

A-E Design and Engineering Services shall mainly provide for, but not be limited to, **GEOTECHNICAL ENGINEERING**. Required services are for Geotechnical Engineering Services for design; subsurface/field investigation; reports/studies including design failure reports of facilities, pavements, and structures; safety inspection of existing facilities; material and soils testing of facility components; and environmental soils investigation. The A-E may also be required to provide recommendations for planning, design and construction of foundations, earth structures, dams, or slopes; analysis of static and seismic stability; evaluations of geological fault; design or analysis of foundation and structural systems of existing facilities; and identification and abatement methods of hazardous materials within the project. Design and engineering deliverables may include plans, specifications, basis of design, cost estimates, design reviews, field and laboratory test results, analysis of test results, and reports/studies.

Planned projects will cover, but are not limited to, new construction, repair, and alteration for a variety of sites and facilities. Task order scope may require support and coordination with various architectural and engineering disciplines including cost and environmental engineers.

The maximum contract value may not exceed **\$4,500,000** aggregate total. The minimum guarantee for the contract is \$5,000. The minimum guarantee for the entire contract term (including option years) will be satisfied by the award of the initial task order. The minimum value of individual task orders executed under this contract is \$2,000; however, the preponderance of task orders will be greater than \$20,000. The maximum value of individual task orders executed under this contract is \$500,000; however, the preponderance of task orders will be less than \$200,000. There will be no dollar limit per year. Multiple task orders may be awarded with similar completion schedules and overlapping delivery dates. Contract term is for a one-year base period with four option periods. Each performance period will run 365 (366 for leap year) calendar days. The hourly rates will be negotiated for each performance period. The Government may exercise the option period unilaterally. Per NFAS 17.208-100(c)(1), options for post construction award services may be negotiated on individual task

orders for unilateral exercise. The estimated start date is **June 2016**. The NAICS Code for this procurement is **541330** (Engineering Services) and the annual small business size standard is \$15 Million.

The Government makes no representation as to the number of task orders or the actual amount of work to be ordered. The contractor is not guaranteed work in excess of the minimum guarantee. Firms that design or prepare specifications for a construction contract or task order issued under the resulting contract are prohibited from providing the subsequent construction. This limitation also applies to subsidiaries/affiliates of the firm.

SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS: Selection of Architects and Engineers Statute, formally the Brooks Act, (PL 92-582) and Federal Acquisition Regulations (FAR) Part 36.6 selection procedures apply. The evaluation and selection will be based on the following criteria: Criterion 1, Professional Qualifications; Criterion 2, Specialized Experience and Technical Competence; Criterion 3, Capacity; Criterion 4, Past Performance; Criterion 5, Location and Knowledge of the Locality; Criterion 6, Quality Control; and Criterion 7, Volume of Work. Submitted SF330s (Architect-Engineer Qualifications) and related information will be evaluated to determine the most highly qualified firm based on criteria responses. Criteria 1 and 2 are considered most important and of equal importance to each other; Criteria 3, 4, 5, and 6 are of lesser importance and listed in descending order of importance; and Criterion 7 is of lesser importance and will be used as a tiebreaker among firms considered to be technically equal. Evaluation of past performance and experience may include information provided by the firm, customer inquiries, Government databases, and publicly available sources. Failure to provide requested data, accessible points of contact, or valid phone numbers may result in a firm being considered less favorably in the evaluation. In evaluating an Offeror's capability, the Government will consider how well the offeror complied with these instructions. **All projects provided in the SF 330 shall have been completed by the office/branch/individual team member actually performing the work under this contract. Projects not performed by the office/branch/individual team member will be excluded from evaluation consideration.**

Submission Requirements: **The SF330 Part 1 is limited to 30, 8.5"x11" single-sided pages.** Minimum font size is 10. Submit the following: a) One (1) original and two (2) copies of the SF330 for the prime Offeror (which also includes a completed Part II for the firm and key subcontractors) addressing the following selection criterion information; and b) one compact disk copy, in Adobe Acrobat format, of the complete SF330 being submitted by the firm. Requested items not counted as part of the 30-page limitation are as noted herein.

SF330, Part 1, Sections B and C: In Block 5, in addition to the name of the firm, provide the firm's Data Universal Numbering System (DUNS) number issued by Dun and Bradstreet Information Services. In Block 9, in addition to the name of the firm, provide the DUNS number of each proposed team member.

SF330, Part 1, Section D: Organization Chart: In addition to requirements stated in the SF330 Instructions (i.e., show names and roles of all proposed key personnel and firms they are associated with), identify on the submitted organization chart the relationships and lines of authority of the proposed team members, including key sub consultants. (Note: All individuals listed on the organization chart are not required to have a resume in Section E, such as administrative or lower level engineering positions.) This chart is not counted as part of the 30-page limitation. This chart must be affixed to the submittal to avoid separation in handling.

SF330, Part 1, Section E, Resumes of Key Personnel, CRITERION 1, PROFESSIONAL QUALIFICATIONS:

The evaluation will consider the professional qualifications of proposed key personnel (see definition) in providing the required geotechnical engineering services. All key personnel must be professionally registered/accredited in their discipline. Key personnel shall include a minimum of two (2) registered professional Civil and/or Geotechnical Engineers who are full time employees of the prime A-E firm to perform the work anticipated under this contract. **The designated Lead Geotechnical Engineer (see definition) shall be a professionally registered Geotechnical Engineer and be a full time employee of the prime A-E firm.** Recently completed projects listed on resumes completed within the NAVFAC Southwest area of responsibility (AOR) may be considered more favorably in the evaluation process.

Submission Requirements: Provide brief resumes of each proposed team member who will specifically perform the relevant geotechnical engineering services listed in this synopsis. Resumes of personnel performing other than geotechnical engineering services are not required and will not be reviewed. For each of the key personnel, indicate highest level of education achieved, number of years engaged in the discipline, and professional registration discipline, state, and number. In addition, **submit a copy of the current professional registration documentation** in the SF330 (personnel with registration in multiple states need only submit a copy from one state). Certificate copies will **not** be counted in the 30-page limitation.

Key personnel resumes shall include, but not be limited to, individuals who will perform the functions of Program Manager, Lead Geotechnical Engineer, and Design Quality Control Manager (DCQM). Resumes of these individuals shall demonstrate their depth of experience in their respective roles. Other key personnel may include geotechnical and engineering staff.

Each resume shall include a maximum of five (5) specific, recently completed projects that best illustrate the individual member's qualifications in performing geotechnical engineering services. Submit only projects in which the key personnel performed a significant role.

In Section E, Block 19, provide a brief description of the project and the key personnel's roles and responsibilities for the project. Provide specific information addressing what relevant geotechnical engineering services were performed by the individual, to demonstrate their experience for their proposed role in this contract. Identifying only the individual's job title will not provide sufficient information to determine their specific experience as it relates to services to be performed under this contract.

For submittal purposes, a task order on an IDIQ contract is considered a project, as is a stand-alone contract award. Do not list an IDIQ contract as an example of a completed project. Instead, list relevant completed task orders or stand-alone contract awards. Examples of project work submitted that do not conform to this requirement will not be evaluated. For purposes of this evaluation, "recent" is defined as professional services completed during the period of September 2010 through September 2015. Projects must be complete as of the SF330 due date. "Completion" is defined as the date that the final design or design-build package was completed, or the date that the study/investigation was completed and submitted. Projects not meeting these requirements will not be considered to demonstrate recent experience.

SF330, Part 1, Section F, Example Projects, CRITERION 2, SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE:

The evaluation will consider specialized experience and technical competence of the proposed firm in the preparation of the required geotechnical engineering services. Projects completed by the prime A-E firm identified in Part I may be given

more consideration in the evaluation process than projects of proposed subcontractors. Projects completed in the NAVFAC SW AOR may be considered more favorably in the evaluation process.

Submission Requirements: Submit a maximum of ten (10) specific, recently completed (see definition) projects that best illustrate relevant experience in the required **geotechnical engineering services**. Provide the **month and year** of completion of professional services for each project. Projects shall have been performed by the office(s)/branch(es) identified in SF330, Part I, Section C. To enable verification, firms should include the DUNS number along with each firm name in the SF330 Part I, Section F, Block 25. For government contracts, include the full contract number and task order number, if applicable.

Projects in which the firm(s) provided other than geotechnical engineering services are not required and will not be reviewed.

In SF330, Part 1, Section F, Block 24, submit a description of the project, including: 1) Type of project and its relevance to the scope of this contract; 2) Specific geotechnical services performed by the firm; 3) Geotechnical fee; and 4) Relevant sustainable features (see definition) incorporated in the project. Firms with multiple offices shall indicate which office(s)/branch(es) performed the A-E services.

For submittal purposes, a task order on an IDIQ contract is considered a project (see definition), as is a stand-alone contract award. Do not list an IDIQ contract as an example of a completed project. Instead, list relevant completed task orders or stand-alone contract awards. Examples of project work submitted that do not conform to this requirement will not be evaluated. "Recent" is defined as professional services completed during the period of September 2010 through September 2015. Projects must be complete as of the SF330 due date. "Completion" is defined as the date that the relevant services were completed. Projects not meeting the above requirements will not be considered.

If the proposed team is a joint venture (JV), submit information for relevant projects completed by the JV entity. If the JV does not have shared experience, projects may be submitted for each of the JV partners. In any case, do not exceed the ten (10) project limitation. In cases where the submitted project was performed by a JV, but all JV partners for that project are not on the team identified in Part I, Section C, identify the relevant work performed by the JV partner(s) proposed for this contract.

Clearly describe the specific relevant work self-performed by the proposing firm and the firm's roles and responsibilities on the project; do not include work that is not attributable to the proposing firm. If the project description does not clearly delineate the work performed by the entity/entities teaming on this contract, the project may not be considered.

SF330, Part 1, Section G, Key Personnel Participation in Example Projects: Submit in accordance with the SF330 Instructions. From the total projects listed in Section F, provide a maximum of ten (10) projects. Firms which demonstrate significant key personnel involvement in example projects may be considered more favorably in the evaluation.

SF330, Part 1, Section H, Additional Information requested by Agency. Address the remaining Criteria 3 through 7; additional sheets may be used up to the maximum of 30 total pages for Part 1. See submission requirements. Clearly identify the Criterion number and title.

CRITERION 3, CAPACITY: The evaluation will consider the Offeror's capacity to accomplish the work in the required time and the capability to self-perform at least 50% of the contract value with in-house staffing.

Submission Requirements: Submit a narrative that demonstrates the Offeror's capacity to accomplish work in required time frames. Describe: 1) Present workload and capability to integrate work under this contract with other work; 2) Methodology the prime A-E will use to execute a minimum of 50% of the contract value with in-house personnel; 3) Capacity to accomplish multiple task orders simultaneously with overlapping delivery dates; and 4) Strategy to meet surges in unexpected workload demand.

CRITERION 4, PAST PERFORMANCE: The evaluation will consider the Offeror's past performance on relevant Government and/or commercial projects regarding quality of work, cost control, compliance with performance schedules, and customer satisfaction, with emphasis on example projects presented in Section F. The evaluation will be based on past performance assessments and other available past performance information. Points of contact provided in the proposal may be contacted. Where there is no record of past performance, the proposal will be evaluated neither favorably nor unfavorably. Superior performance ratings on relevant projects may be considered more favorably in the evaluation.

Submission Requirements: Submit an A-E Contractor Appraisal Support System (ACASS), Contractor Performance Assessment Report System (CPARS), or a Past Performance Questionnaire (PPQ) evaluation for each project submitted under Criterion 2. If a completed ACASS/CPARS evaluation is available, it shall be submitted with the completed SF330 package. If there is not a completed ACASS/CPARS evaluation, the PPQ included with this notice is provided for the Offeror or its team members to submit to the client for each project. If a PPQ is submitted, but an official ACASS/CPARS evaluation is found for that project in government databases, the official evaluation will take precedence. If an ACASS/CPARS evaluation is not available, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your SF330. If the A-E is unable to obtain a completed PPQ from a client for a project before the response date set forth in this notice, the A-E should complete and submit with their response the first page of the PPQ (Attachment #1), including contract and client information for the respective projects. A-Es should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Naval Facilities Engineering Command Southwest, Code RAQ20.JV, Attn: John Van Gorp, via email at john.vangorp@navy.mil, prior to the response date. A-Es shall not incorporate by reference into their response ACASS/CPARS or PPQ evaluations previously submitted in response to other A-E services procurements. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation. Submitted ACASS/CPARS and PPQ evaluations will not be counted as part of the 30 page limitation and shall be attached to the SF330, behind the SF330 Part II document.

CRITERION 5, LOCATION AND KNOWLEDGE OF THE LOCALITY: The evaluation will consider the team's location, demonstrated knowledge of, and project experience within, the geographic areas where projects are anticipated for this contract. The preponderance of the work will be at Navy and Marine Corps installations in southern California. Prime A-E firms with a local office in southern California may be considered more favorably in the evaluation.

Submission Requirements: Submit a narrative that demonstrates the team's knowledge of and project experience within the geographic locations for anticipated projects on this contract.

Include: 1) Location of the Offeror's main office and any branch offices and subcontractor offices that will be utilized for this contract; 2) Description of team's knowledge of, and project experience within, the targeted geographic areas; and 3) Strategy to accomplish projects concurrently at multiple installations throughout the NAVFAC SW AOR.

CRITERION 6. QUALITY CONTROL: The evaluation will consider the Offeror's internal Design Quality Control (DQC) program for ensuring technical accuracy of the A-E work product and effective cross-coordination among various design disciplines. Firms that demonstrate a QC process that maximizes quality and minimizes the government's quality assurance (QA) effort in reviewing the A-E's work product may be considered more favorably in the evaluation.

Submission Requirements: Submit a narrative that describes the QC program that the prime A-E uses to ensure technical accuracy and effective coordination of the work product. Describe the specific processes used for checking documents for coordination errors, omissions, conflicts, and discrepancies. Describe the prime A-E's procedures for ensuring appropriate supervision and review, by a professionally registered geotechnical engineer, of all work products.

For joint ventures and/or teams with offices in a variety of locations, describe how the QC effort will be implemented across the various team offices. Describe from which office the QC program will be managed/coordinated and the plan/methods to ensure effective QC and communication between offices.

CRITERION 7. VOLUME OF WORK: The evaluation will consider the volume of DOD work awarded to the firm in the past 12 months with the objective of equitably distributing contracts among firms, including minority-owned firms and firms without prior DOD contracts.

Submission Requirements:

State the dollar amount of work previously awarded to the firm identified in the SF330 as the Prime by DOD in the past 12 months. Joint Ventures (JV) should list awards to the JV entity and separately list awards to each individual JV member for the time period. Do not include work performed as a Subcontractor.

SELECTION INTERVIEW REQUIREMENTS: Personal interviews may be scheduled for firms slated as most highly qualified. Firms slated for interviews may be asked to explain or expand on information contained in their SF 330 submittal. Elaborate presentations are not desired. Note that joint ventures (JV) slated for interviews will be required to provide a copy of their JV Agreement prior to the interview.

ADDITIONAL INFORMATION: All information must be included in the submitted SF 330 package (cover letter, attachments, and excess information beyond the 30-page limit, unless otherwise excepted, will not be considered in the evaluation).

System for Award Management (SAM) Database: In accordance with FAR 52.204-99, System for Award Management Registration, ensure your firm has an active SAM entity record. SAM is a Federal Government owned and operated free web site that consolidates the capabilities of CCR (Central Contractor Registration), ORCA (Online Representations and Certifications Application), and EPLS (Excluded Parties List System). SAM is the primary Government repository for current and prospective federal awardee information. Please complete your SAM registration for the same name and address identified as the submitting office on your SF330,

with its associated CAGE code and DUNS or DUNS+4. Registration instructions and information can be accessed from the SAM home page at: <https://www.sam.gov>.

In accordance with the Selection of Architects and Engineers Statute (formerly the Brooks Act), the A-E firm must be a registered/licensed architectural and/or engineering firm. Provide evidence that your firm, subcontractor or proposed team members are permitted by law to practice the profession of Architecture and/or Engineering, i.e., State registration number, a brief explanation of the firm's licensing in states that do not register firms, etc. This documentation is not counted as part of the 30-page limitation.

A-E firms meeting the requirements described in this announcement are invited to submit a completed SF330 package per the submission requirements to the office shown below. The submittal package (original, plus 2 copies and 1 CD) shall be received in this office (NAVFAC Southwest, Attn: John Van Gorp, Code RAQ20.JV, 1220 Pacific Highway, San Diego, CA 92132) no later than, **2:00 P.M.** Pacific Standard Time on **WEDNESDAY, OCTOBER 7, 2015**. Facsimile and emailed SF330 packages will not be accepted. Submittals received after this date and time will not be considered.

Read the following information carefully.

A firm risks the late receipt and rejection of their SF330 package when delivery is delayed until the last few minutes before the deadline. Firms intending to deliver the SF330 package in-person are cautioned that the NAVFAC Southwest facility is located in downtown San Diego. It is recommended that the firm allow for delays driving through downtown San Diego caused by traffic (both freeway and downtown), train/trolley crossings, parking at the pay lots/meters near the facility, and gaining access to a secure Government facility. No parking or offloading of SF330s is available at the Government facility. SF330s shall be delivered to the mailroom in Building 128 and reasonable time shall be allowed for mailroom personnel to receive and time stamp the SF330. The stamp time is determined by the NAVFAC Southwest facility mailroom time stamp device only, not by any other time keeping device that the proposing firm may use or own. Immediately upon proposal delivery, the A-E firm representatives shall leave the premises of the Government facility. A firm that does not leave the premises may be requested to leave or be escorted off the premises.

THIS IS NOT A REQUEST FOR PROPOSAL. ALL INFORMATION NEEDED TO SUBMIT SF330 DOCUMENTS IS CONTAINED HEREIN. NO SOLICITATION PACKAGE, TECHNICAL INFORMATION, OR BIDDER/PLAN HOLDER LIST WILL BE ISSUED. It is the offeror's responsibility to check the NAVFAC electronic solicitation website NECO (Navy Electronic Commerce Online) at: <https://www.neco.navy.mil> for any revisions to this announcement or other notices. Plan-holder list is available via the NECO website and an Interested Vendors List is available via the FedBizOpps website, www.fbo.gov, under this solicitation number. Address inquiries via email: john.vangorp@navy.mil or via telephone: (619) 532-1474.

***** END OF ANNOUNCEMENT *****

ATTACHMENT A - Definitions of Terms

A-E TEAM: Refers to the prime A-E (see definition) and the other firm(s)/entity(ies) proposed to perform the work of the contract together as a team, as listed in the Offeror's submitted SF330, Section C.

BRANCH OFFICE: An office of a firm located separately from a firm's other office(s) and having a separate address.

COMBINED PROJECT(S): Projects with multiple starting and ending points, performed under separate task orders, delivery orders, or multiple contracts combined in a single description. No credit will be given for work performed under IDIQ or other multiple-award type contracts in the aggregate (multiple projects completed under more than one task/delivery order).

COMPLETE PROJECT: A study or investigation was completed and submitted. In rare occasions, 100% plans and specifications signed by a professional Architect or Engineer and ready for construction with final cost estimate; or 100% complete RFP or other deliverable documents. Does not include any construction phase support services such as Post Construction Award Support (PCAS).

DESIGN-BID-BUILD: Refers to the traditional project delivery method where design and construction are sequential and contracted for separately with two contracts and two contractors.

DESIGN-BUILD: Refers to combining design and construction in a single contract with one contractor. Projects that require only shop drawing level effort are not design-build projects.

DESIGN QUALITY CONTROL MANAGER: The individual who is responsible for management of the design quality control program for the A-E IDIQ contract. The DCQM shall be a registered/licensed architect or engineer with minimum five (5) years of design experience.

FIRM: Any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering.

JOINT VENTURE (JV): A legal business entity formed between two or more companies (parties) to undertake the performance activities of a contract together.

KEY PERSONNEL: The personnel of the team who are the registered/licensed/accredited professionals in their respective disciplines, directly responsible for the design and management of the relevant contract work. These are the individuals for which resumes are being submitted.

LEAD GEOTECHNICAL ENGINEER: The individual who is a professional registered geotechnical engineer and responsible for signing all technical submittals.

NEW CONSTRUCTION: Refers to projects where the work primarily involves creating entirely new facilities (or new expansions to existing facilities where a new structure and foundation is provided as part of the expansion).

PAGE: Refers to one printed side of a piece of paper (e.g., 15 pieces of paper printed on both sides equates to 30 total pages). Minimum font size is 10 point.

PAST PERFORMANCE: Relates to how well an Offeror has performed; e.g., the quality of work accomplished, cost control, schedule compliance, customer satisfaction. Past performance is distinct from experience.

PRIME A-E FIRM: Refers to the contractor submitting the proposal, including joint ventures, designated in Section C of Standard Form (SF) 330 (Architect-Engineer Qualifications) as the prime contractor.

PROFESSIONAL REGISTRATION/ACCREDITATION: Professional registration/license/accreditation in one or more of the 50 United States and its territories. For the purposes of this procurement, “Evidence-based” design accreditations/certificates are not acceptable credentials.

PROGRAM MANAGER (formerly Project Lead): The individual who is responsible for overall management of the A-E IDIQ contract. This individual shall be an employee of the prime A-E firm. This position is distinct from that of individuals who are responsible for managing individual task orders/projects under the IDIQ contract.

PROJECT or SPECIFIC PROJECT: A single project contract or a single task order under an IDIQ or other multiple award type contract; a design-build or a design-bid-build activity or task, with a single starting point and a single ending point. Combined projects (see definition) will not be considered.

RELEVANT or RELEVANT EXPERIENCE: Pertains to work performed by a firm, within the prescribed timeframe, which is the same or similar to the work that may be ordered under this contract in terms of size, scope, and complexity. Experience is distinct from past performance (how well a firm has performed).

RENOVATION/REPAIR: Refers to renovation, alteration, and repair type projects where the work primarily modifies existing facilities.

SELF-PERFORM: Refers to performing relevant work in-house without subconsultants/subcontractors. Relevant work is that which is the same or similar to the work that may be ordered under this contract.

SUSTAINABLE DESIGN MANAGER: The individual who is responsible for management of the sustainable design program for the A-E IDIQ contract. The Sustainable Design Manager shall be a LEED AP or equivalent. The LEED Green Associate credential is not considered equivalent to the LEED AP credential.

SUSTAINABLE FEATURES: Features in the design, construction, and operation of facilities with the goal of conserving resources and minimizing adverse effects on the environment while enhancing occupant productivity, minimizing energy use, improving quality and durability of materials, increasing recycling and use of recycled products, waste reduction, etc. Relevant sustainable features are those that are the same or similar to those recognized by the USGBC LEED rating system.